



Individual Achievement Awards

Objective

To recognize individuals for outstanding accomplishment within one of the functional fields of comptrollership.

Award Criteria

Any military or civilian person(s), less than four individuals per nomination, currently employed by the Department of Defense (to include National Guard & Reserve Components) or the United States Coast Guard may be nominated. A member or non-member of ASMC may be nominated. Individual contractors can only be nominated for an award in the individual category of Contractor Support.

Award Categories

A distinguished and meritorious award may be presented for efforts at "Major Command or Higher" and "Below Major Command." Major command or higher is defined as the national command authorities, such as Headquarters, Department of the Navy or the headquarters of commands immediately subordinate to the national command authority. These are usually commanded by a 4-star general or admiral, such as the Training and Doctrine Command of the U.S. Army and the Air Combat Command of the U.S. Air Force. Headquarters of DoD agencies such as DFAS, and DLA will compete as Major Command or Higher. Centers and field activities of the agencies will compete in the category Under Major Command. The number of awards in each category will be dependent upon the number and quality of the nominations, not to exceed six awards in any one category, with a minimum of one per category. No one will be permitted to be a repeat winner in the same category within a 5-year time period. There is a limit of one winner per category from the same office in the same year (unless designated as a group award).

Submission Requirements

Any office or person in the Department of Defense or the United States Coast Guard (to include National Guard or Reserve Components) may nominate a person who has demonstrated outstanding performance. If nomination is through an ASMC Chapter, chapters must submit all qualified nominations. Each nomination must be prepared using only the official ASMC Individual Award form shown on the following page. This form may be locally reproduced in the same size. The justification must be limited to the space provided, citing specific examples and factual details. Do not attach supporting documentation or additional justification. It will not be considered during the evaluation process. If an individual is nominated in more than one category, prepare a separate form for each category.

Award Selection Procedures

Judging will be based on outstanding performance as evidenced by documentation of specific accomplishments, duty performance, contributions to the overall Comptrollership and savings of resources due to the accomplishments during the calendar year. A selection panel, chaired by a national officer, will review all nominations received and make final recommendations to the National Executive Committee, who will approve the final award winners. Winners will be notified by May 1.

Deadline

Nominations **must** be received by January 31 to be considered by the selection panel. If January 31 falls on a weekend or holiday, the deadline will be the next business day.

For More Information

ASMC National Awards Committee
Donna Burrows, 301-227-7544 or DSN 287-7544

Send Submissions to

Ms. Donna Burrows
Attn: Individual Achievement Awards
4600 Sangamore Rd., Mail Stop D-49
Bethesda, MD 20816-5003

Recognition

Awards will be presented at the annual ASMC Professional Development Institute (PDI) and winners will be listed in the *Armed Forces Comptroller*. Nominating officials should encourage all superiors of organizations that have winning candidates to have those candidates present at the annual PDI to receive awards.

USD(C) Financial Management Awards

The Under Secretary of Defense (Comptroller) is accepting nominations for the FY 2004 Financial Management Awards program. The award provides for the recognition of individuals or groups of individuals in the department who have made significant contributions to the improvement of financial management. For more information, reference Chapter 6, "DoD Comptroller Management Information, Systems and Requirements," of the *DoD Financial Management Regulation (DoD 7000. 14-R)*, or contact Frank Arcari by e-mail at frank.arcari@osd.mil.



Do not use this form after February 2004



Individual Achievement Award Nomination Form

Justification Data; Specific CY Accomplishments

MAIL TO: Ms. Donna Burrows, Attn: Individual Achievement Awards, 4600 Sangamore Rd., Mail Stop D-49, Bethesda, MD 20816-5003

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